



## 2011-2012 ENERGY ASSISTANCE CHECKLIST

In order to avoid unnecessary delays in processing your application, the following checklist will help you prepare to apply. It is important that you provide the documentation required. Agencies may not be able to obtain social security and income information directly.

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### Photo Identification

Bring a photo identification card, such as:

- ☐ Drivers license; OR
- ☐ Other government issued photo ID; OR
- ☐ Other photo ID (employer ID for example).

### Social Security Number

Bring one of the following documents for every person in your household:

- ☐ Social Security card; OR
- ☐ Official government document identifying the person by name and showing the agency printing of the Social Security number.

### Citizenship

If you or any member of your household is not a citizen of the United States, bring:

- ☐ Alien status card with INS number.
- ☐ Immigration Papers.

### Proof of Residency

To provide proof that you live in Wisconsin and the County of the application, bring:

- ☐ Wisconsin driver's license with current address; OR
- ☐ Copy of utility bill with current address; OR
- ☐ Copy of real estate tax bill; OR
- ☐ Other third party evidence of your residential status.

### Heating Costs

Provide evidence of your household's primary heating costs for the last 12 months; OR from September 1 through last August 31.

- ☐ A statement from your fuel dealer giving your heating costs for that period; OR
- ☐ Copies of your heating bills for that period.
- ☐ If you have heating bills for more than one fuel source, bring copies of all heating bills.

### Electric Costs

The Public Benefits Program assists eligible households with non-heating electric costs (i.e. lighting and water heat). To determine if you are eligible to receive a benefit for your non-heating electric energy costs, bring:

- ☐ Copies of your electric bill for the same time period as your heating bill.

### Landlord

If you rent, bring:

- ☐ The name, address and telephone number of your landlord or building manager (the person you pay your rent to); OR
- ☐ Your rental agreement (lease).

### Child Support (CS) Paid

If you pay child support, provide evidence of the support you paid during the 3 months prior to the month of application.

- ☐ Copies of your cancelled checks; OR
- ☐ A printout from the CS agency or from the WI Support Collections Trust Fund showing the amount of CS paid in the 3 months prior to the month of application.

### Dividend and Interest Income

Provide evidence of your household's interest and dividend income for the last 12 months:

- ☐ Last year's 1099; OR
- ☐ Savings account passbooks; OR
- ☐ Bank statements; OR
- ☐ Credit union statements; OR
- ☐ Certificates of deposit; OR
- ☐ Statements from companies paying dividends.

### Income

Provide evidence of your entire household's gross income for the 3 months prior to the month of application. See the back of this page for more details regarding what to bring. Some household members may be required to provide annual income information. (See reverse for specifics.)

## 2011-2012 Home Energy Plus Income Guidelines

Household Size	3 Month Combined Household Income
1	\$6,080
2	\$7,950
3	\$9,821
4	\$11,692
5	\$13,563
6	\$15,433
7	\$15,784
8	\$16,135

**PLEASE BRING THE FOLLOWING PROOF OF INCOME** (for the 3 months prior to the month of application, unless stated otherwise):

### Wage Income:

- ❑ Pay stubs; OR
- ❑ Pay statements; OR
- ❑ 1099-MISC.

### Self-employment Income:

- ❑ A copy of your most recent federal income tax form 1040 including all Schedules; OR
- ❑ Your personal records for self-employment income and expenses for the past 12 months.

### Farm Income:

- ❑ A copy of your most recent federal income tax form 1040 including Schedule F; OR
- ❑ Your personal records for farm income and expenses for past 12 months.

### Land Contract Income:

- ❑ A copy of the contract and amortization schedule of payments; OR
- ❑ Schedule B.

### Rental Income:

- ❑ A copy of your most recent federal income tax form 1040 including Schedule E; OR
- ❑ Rent receipts; OR
- ❑ Your records of rental income and expenses for the past 12 months.

### Supplemental Security Income (SSI):

- ❑ A copy of the SSI award letter; OR
- ❑ Copies of your SSI check stubs; OR
- ❑ A copy of your bank statement if your SSI check is sent directly to your bank.

### Social Security (SS and SSDI):

- ❑ A copy of the SS award letter; OR
- ❑ A copy of your 1099 form from Social Security; OR
- ❑ You may request the information directly from Social Security.

### Pensions, Annuities, IRA's:

- ❑ Pension check stubs; OR
- ❑ Statements attached to the pension checks.

### Veteran's Benefits:

- ❑ The most recent letter from the Veteran's Affairs stating your monthly benefits; OR
- ❑ You may contact Veteran's Affairs and request a statement of your benefit amounts.

### Unemployment Compensation:

- ❑ A printout from the unemployment office, verifying the checks you have received; OR
- ❑ Copies of each unemployment check you received in the 3 months prior to the month of application.
- ❑ If seasonal, copies of 1099-G for last tax year.

### Other Income Types:

Such as: Disability

Tribal per capita

Worker's Compensation

- ❑ Stubs or statements from the checks.

### Child Support (CS) Payments Received:

- ❑ Check stubs; OR
- ❑ A printout from the CS agency or from the WI Support Collections Trust Fund showing the amount of CS received.

### TANF/W2 Benefits:

- ❑ Copies of your checks; OR
- ❑ Check stubs; OR
- ❑ Award letters; OR
- ❑ A letter from the county TANF/W2 agency stating the amount of your assistance.

### Income for Seasonally Employed

(including, not limited to, construction worker, teacher, etc.)

- ❑ Copy of your 1040 including all W-2s and 1099s.



Home Energy Plus is administered by the Wisconsin Department of Administration's Division of Energy Services. Home Energy Plus programs include the Wisconsin Home Energy Assistance Program (WHEAP) and the Weatherization Assistance Program. These programs help income-eligible households with energy bill payments and energy efficient measures that reduce energy usage.

For more information:

**1-866-HEATWIS (432-8947)**

[www.homeenergyplus.wi.gov](http://www.homeenergyplus.wi.gov)



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Wisconsin Department of Administration  
Division of Energy Services  
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